

Terms and conditions of student accommodation

1. Interpretation

In these Terms and Conditions:

“Student Accommodation” means all student halls and student quarters on the EdUHK campus, except for temporary student bed places in Senior Staff Quarters and Operational Staff Quarters.

“EdUHK” or “University” means The Education University of Hong Kong or an office designated by The Education University of Hong Kong to manage the student accommodation.

“Warden” means the Warden of a student accommodation. He/She is normally a concurrent academic staff authorized by the EdUHK to reside in a student accommodation and is the overall-in-charge of the student accommodation he/she is responsible for.

“Senior Tutor” means a staff of EdUHK who is authorized by the EdUHK to reside in a student accommodation to assist the Warden of that student accommodation to perform his/her duties, and to act on behalf of the Warden during his/her leave.

“Hall Tutor” means a student authorized by the EdUHK to reside in a student accommodation to assist the Warden of that student accommodation to perform his/her duties.

“Hall Affairs Officer” means a staff authorized by the EdUHK to reside in a student accommodation or Operational Staff Quarters to perform functions and duties in relation to the daily operation of a student accommodation.

“Resident” means a student of EdUHK who has accepted an offer of residence and is residing in a student accommodation during a residential year.

“Paid Period” means the period of residence as stated in the offer letter of student accommodation.

2. Compliance with Terms and Conditions

A Resident, includes summer resident and affiliated member, shall observe and comply with these terms and conditions, with the residential regulations, with any reasonable order of the Warden, and with the general regulations of EdUHK.

3. Admission to Student Accommodation

- 3.1. Application for a student accommodation shall be made in the manner prescribed by the University. Provision of false information in the application may lead to disqualification of the application and/or disciplinary action.
- 3.2. The University shall, in accordance with currently approved regulations and procedures, admit Residents for a residential period as may be decided appropriate.

4. Payment of Accommodation Charges

Each Resident shall pay the accommodation charges in accordance with the rates of charges and the general conditions and methods of payment for the time being in force.

- 4.1. A penalty of HK\$200 would be levied onto a Resident who neither settled the payment nor applied for defer of payment by the payment due date.
- 4.2. If the Resident did not take the necessary action stated in 4.1 above, the case would be referred to the Warden who would issue him/her a warning letter which would be copied to the Registry' s student record.
- 4.3. If the Resident ignored the warning letter, the Warden might decide whether to forward the case to the Director of Student Affairs.
- 4.4. Upon receipt of the case, the Director of Student Affairs would consider whether to forward it to the Student Disciplinary Committee.

5. Privileges of Resident

A Resident who has paid all appropriate accommodation charges or who has been permitted by the University to make a deferred payment, shall be entitled to reside in the student accommodation and use its facilities during the paid period.

6. Visitors

- 6.1. A Resident may invite visitors to his/her campus accommodation subject to residential regulations.
- 6.2. A Warden may prohibit any visitor or any person not being a Resident from entering the student accommodation, ask him/her to leave the student accommodation, or permit him/her to remain in the premises at any time.

7. Responsibility for Injury and Damage

- 7.1. The Resident shall make good or pay on demand any damage to furniture, fittings, fabric, facility and property of the student accommodation for which he/she is responsible, normal wear and tear excepted.
- 7.2. The University shall not be responsible for any loss of or damage to any property,

goods, articles or things whatsoever brought into the student accommodation by the Resident or other Residents/visitors.

7.3. The University shall not be responsible for any injury sustained by the Resident or other Residents/visitors as a result of any act or omission of the Resident or other Residents/visitors inside the student accommodation.

8. Inspection of Rooms or Flats

The Warden or his/her authorized representative of a particular student accommodation reserves the right to authorize entry into any rooms/flats in that student accommodation with or without prior notification to ensure proper care, maintenance and safety of the facilities, to make necessary repairs and inspections, and to investigate any suspected violations of residential regulations. Efforts will be made as far as possible to give advance notice when room/flat entry is necessary.

9. Vacating Room and Removal of Property

Immediately after the termination of residency, a Resident shall vacate the room/flat and remove all personal property therein. Any personal property found after the termination of residency will be removed by the University and the Warden may at his/her discretion dispose of or sell such property and in such event, the proceeds of sale will be paid into the revenue of the student accommodation account. The University shall not be liable for any loss of or damage to such property.

10. General Code of Student Resident Conduct

Residents are expected to demonstrate sound moral character together with social commitment and learning attitudes required of university students. Residents should be well behaved and show responsibility to the University and the hall community. General code of student conduct is covered in Student Handbook.

11. Discipline

11.1. The Warden may, in accordance with authorities vested in him/her by the University, take disciplinary actions against any Resident for violation of terms and conditions of student accommodation and its regulations.

11.2. The Warden may confiscate any appliances or items which according to residential regulations are not allowed to be brought into the student accommodation without permission, or any equipment used in such a way as to disturb or endanger others.

11.3. The Warden may impose and the responsible Resident shall pay a fine of HK\$800 on any person who is not a Resident and who is found in the student accommodation without prior permission from the Warden after the time for the departure of visitors from the student accommodation as laid down in the residential regulations.

11.4. The Warden may suspend or terminate, with or without notice, a Resident from residency when there is reason to believe that the person's residence will lead to behaviour incompatibility with the orderly operation of the student accommodation.

- 11.5. For suspension of residency or suspension of eligibility to apply student halls, the student concerned would no longer be eligible for hall residency in all student halls/ quarters during the suspension period.
- 11.6. No refund of any accommodation charges and penalty/fine already paid will be made for suspension or termination of residency imposed as a disciplinary action.
- 11.7. For any accused violations of residential regulations against him/her, a Resident may appeal against any decisions of the Warden within 14 working days of the announcement of the decision. The appeal must be submitted in writing to the Chairperson of the Working Group for Appeal Case* and specify in details the grounds for the appeal. Late submission of the appeals will not be considered. The Working Group shall reply to the student within 14 working days on receipt of the appeal. The decision of the Working Group shall be final.

** Working Group for Appeal Cases would be formed under the Student Affairs Committee (SAC) on ad hoc basis. Membership would comprise the Director of Student Affairs (or his delegate) as the Chairperson, with members from one warden (other than the one concerned), one academic staff from SAC, and one student representative from SAC.*

12. Equal Opportunities

The University is committed to providing a productive study and work environment which promotes fairness, positive interpersonal attitudes and equal opportunities for all its students and employees.

Residential Regulations

- Occupancy**
- 1.1. Student accommodation is provided to Residents for the purpose of personal residence ONLY. Use of the premises for any other purpose without the permission of the University is strictly prohibited.
 - 1.2. Each bedroom in the Northcote Hall, Grantham Hall and Robert Black Hall is designated for DOUBLE / TRIPLE occupancy of students of the SAME gender. Occupancy exceeding the designated number of residents in a bedroom without approval from the management is strictly prohibited.
 - 1.3. Each flat in the Jockey Club Student Quarters is designated for occupancy of a specific number of residents of the SAME gender. Occupancy exceeding the designated number of residents in a flat without approval from the Hall Management Office is strictly prohibited.
- Change of Rooms or Household Units**
2. Change of rooms/flats is not allowed except through application to the Hall Management Office in writing. Change of rooms or flats on a private basis without the Warden's approval may result in the termination of student residence of parties concerned.
- Identification**
- 3.1. A Resident must carry a valid EdU Card at all times. For identification purpose, any person entering the premises of the student accommodation may be required to produce the card to the management staff. Failure to present a valid EdU Card when requested may be rejected from entry to the student hall/quarters.
 - 3.2. The authorized EdUHK staff may request proof of identity from any person inside the premises of the student accommodation.
- Unlawful use of other people's identity card information**
- 4.1. A resident should not transfer his/her right of hall residence, or EdU Card to another person knowingly or out of negligence.
 - 4.2. If the offender is a Resident, the Warden of his/her accommodation will decide on the disciplinary action. At the discretion of the Warden, the case may be brought forward to the Student Disciplinary Committee via the Director of Student Affairs.
 - 4.3. If the offender is a non-resident but a student of the University, the Director of Student Affairs will decide on the disciplinary action, and the case may be brought forward to the Student Disciplinary Committee.
 - 4.4. If the offender is a non-student of the University, the case will be reported to the police when necessary.

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| Key | 5.1. A Resident shall be responsible for all the keys assigned for his/her use. Keys are not to be duplicated, loaned or furnished to anyone else. |
| | 5.2. A charge of HK\$50 will be levied on a Resident for any piece of lost/damaged key. |
| Visitors | 6.1. A Resident may invite visitors to the student residence during the daily visiting hours 8:30 a.m. – 11:00 p.m. |
| | 6.2. A Resident who invites a visitor to the residence shall be responsible for the conduct of his/her visitor while the visitor is in the premises. |
| | 6.3. All non-residents entering or leaving the residence must be accompanied by a Resident. They must register at the Hall Reception Counter/Hall Management Office of the student accommodation upon entrance and departures. Trespassing is prohibited on hall premises. |
| Visitors Staying Overnight | 7.1. A visitor is not allowed to stay overnight in the student hall or student quarters without approval from the Hall Management Office. |
| | 7.2. Only visitors of the same gender and those who are students of EdUHK are eligible to apply for overnight stay. |
| | 7.3. A student visitor who wants to stay overnight in the host resident's room/flat MUST seek consent from his/her roommate or flatmates before applying to the management. |
| | 7.4. A student visitor who wants to stay overnight MUST obtain approval from the management before 10:00 p.m. |
| | 7.5. Prior to staying, the student visitor staying overnight should pay a lodging charge of HK\$50 per night, which excludes bedding and linen. |
| | 7.6. The hours allowed for overnight stay is 11:00 p.m. – 10:00 a.m. of the following day. |
| | 7.7. A visitor staying in the student accommodation should abide by the same set of regulations for other residents. The host resident of any visitors is responsible to inform the visitors about the Residential Regulations. He/she should stay in the room of the host resident under normal circumstances and he/she should respect the privacy and property of the host and other residents. |
| Unauthorized Residents | 8.1. Students/visitors who stay beyond 11:00 p.m. without permission will be regarded as 'Unauthorized Residents'. |

- 8.2 If the unauthorized resident is a student of the University, both the host resident and the unauthorized resident(s) will be charged HK\$400 each, the unauthorized resident(s) normally must leave the hall/quarters immediately. At the discretion of the Warden, the case may be brought forward to the Student Disciplinary Committee via the Director of Student Affairs.
- 8.3. If the unauthorized resident is a non-University student, the host resident will be charged HK\$800. The unauthorized resident(s) normally must leave the hall/quarters immediately.
- Disruptive Actions and Behaviours**
- 9.1. Actions or behaviour that disturb other residents or the orderly operation of the student accommodation, or that threatens the well-being, health and safety of self or other Residents or that unreasonably interfere with other Residents' normal use of facilities within the residential premises are strictly prohibited. This include, but not limited to, abusive language, physical and sexual assault, sexual, racial or other harassment, or behavior which causes fear or distress to others; threatening, abusive, nuisance, disorderly or unreasonable behaviour.
- 9.2 From 11:00 p.m. to 8:30 a.m. the next morning are courtesy hours, residents should avoid causing disturbance to other residents; only residents of the same gender may enter the residential floors of the student halls or the flats of student quarters, with exemption to staff who need to carry out duty on site.
- Smoking**
10. Smoking is strictly prohibited in all parts of the student accommodation. Any Resident found smoking in the student accommodation may result in severe disciplinary action and possibly suspension of student residence.
- Drinking and Possession of Alcoholic Beverages**
11. Drinking and possession of alcoholic beverages is strictly prohibited in the student accommodation. Any students found in possession of alcoholic beverages may subject to disciplinary action. Any Resident found creating disturbance to other people or performing destructive behaviour of any kind due to drinking of alcoholic beverages will result in immediate termination of student residence.
- Drugs**
12. A Resident shall not bring into the compound of student residence or permit any person to bring into his/her room/flat any illegal and/or dangerous drugs as defined by the HKSAR Government.
- Gambling**
13. Any kind of gambling is prohibited within the compound of student residence. Possession of any gambling tools including, but not limited to Mahjong and "Tin Jiu" without justification or prior approval from Warden is strictly prohibited.
- Fire and**
- 14.1. Possession of chemicals, explosives, fire crackers, LPG aerosols,

General Safety

cigarette lighters or highly combustible materials that are potentially dangerous to human lives or damaging to the student residence are prohibited.

- 14.2. Open flames, including matches, candles and incense, and smoke-generating appliances, including smoke-producing insecticide, are prohibited in all parts of the student accommodation.
- 14.3. All Residents are required to participate in periodic fire drills unless prior authorization to be excused has been obtained from the Warden.
- 14.4. No one shall interfere with the fire protection facilities.
- 14.5. No one shall wedge open fire safety doors.
- 14.6. All fires and accidents must be immediately reported to the Hall Management Office.
- 14.7. No cycling, roller-skating, use of roller blades or skateboards is permitted in the compound of student residence.
- 14.8. No playing of ball games, such as badminton, is permitted in activity rooms.

Cooking

- 15. Residents are not allowed to cook with open flame within Northcote Hall, Grantham Hall and Robert Black Hall except in the designated cooking room.

Use of Electronic Communication Devices

- 16.1. Use of photo/video-taking devices is strictly prohibited in toilets and bathrooms.
- 16.2. Residents should be considerate when using electronic devices that may disturb other residents or interfere with the Hall's facilities. Examples include, but not exclusive to, personal wireless routers.

Hallways

- 17. Lift lobbies, corridors, and stairways are to be kept clear of equipment, furniture, trash, personal belongings and any other obstacles that might obstruct passage and means of escape in case of fire.

Terraces

- 18.1. A Resident shall not leave equipment, furniture, trash and any other obstacles unattended on the common terraces in student halls.
- 18.2. Functions that may be hazardous or cause disturbance to other residents are strictly forbidden on the terraces.
- 18.3. A Resident shall not try to endanger himself/herself by climbing up the railings or by jumping from one level to another level on

- the terraces.
- 18.4. Without the permission of the Hall Management Office, drying of clothes or personal belongings is prohibited on the terraces.
- Furniture, Fittings and Fixtures**
- 19.1. A Resident shall not interfere with existing fixtures and fittings or install new utilities or fittings to any part of his/her room or flat without the permission of the Hall Management Office.
- 19.2. A Resident shall not affix any glue, sticker, double adhesive tape, nails, spikes, tags or other things on or drive the same into any wall or floor or any fixture, fittings or furniture in any part of his/her room or flat without the permission of the Hall Management Office.
- 19.3. A Resident shall not remove any furniture, fittings or fixtures from his/her room or flat without the permission of the management.
- 19.4. A Resident will be held responsible for bearing the expenses incurred from making good or repairing any broken items or replenishing any loss items in his/her room or flat; normal wear and tear excepted.
- Decorations And Display Materials**
- 20.1. Decorations and display materials are only allowed to be put onto designated notice boards or places as permitted by the management. Any decorations or display materials which deface the surfaces of the student residence or cause obstructions to people are prohibited.
- 20.2. Decorations or display materials which contain implicit or explicit languages or themes that cause disturbance or annoyance to other people are strictly prohibited. The Hall Management Office reserves the right to remove the aforesaid materials immediately.
- Dress Code**
21. A Resident shall be properly attired at all times during his/her stay within the student accommodation. T-shirt, shorts and sandals are the minimum requirements in any common areas of the student residence. The terrace, the sitting/dining areas, the kitchen and the laundry room inside each flat of the student quarters are considered as common areas.
- Pets**
22. A Resident shall not bring or keep pets or animals within the student Residence.
- Cleanliness**
23. It is the responsibility of the Resident to keep his/her room or his/her flat clean and tidy. Management staff will check on the conditions of the student rooms and flats periodically and they reserve the right to request the Residents of the room or flat to clean it up immediately.
- Interpretation of Rules**
24. The Warden shall have the authority to interpret these regulations.

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| Breach of Rules | 25. | If a Resident fails to observe any of these regulations, the Warden may impose appropriate disciplinary action(s) as set out in Clause 27 below. He/she may also refer serious cases to the Student Disciplinary Committee via Director of Student Affairs. |
| Revisions of Rules | 26. | The University reserves the right to revise the regulations whenever it deems necessary without prior notice. |
| Disciplinary Powers to be Exercised | 27.1. | A verbal warning |
| | 27.2. | A warning letter (copy to Programme Leader/Co-ordinator if necessary) |
| | 27.3. | A fine |
| | 27.4. | Service order |
| | 27.5. | Suspension of eligibility to apply student halls |
| | 27.6. | Suspension of residency |
| | 27.7. | Expulsion from student halls/quarters and where applicable to require such Residents to make good any damage to property or premises caused by him/her |
| | 27.8. | Any other sanctions as deemed appropriate by Warden, Director of Student Affairs and the Student Disciplinary Committee for the offence. |

學生宿舍條款

1 定義

在下列條款中：

「學生宿舍」指香港教育大學校園內之所有學生住所，高級教職員宿舍及駐校職員宿舍內的在校臨時學生床位除外。

「EdUHK」或「大學」指香港教育大學(教大)或由香港教育大學委派管理學生宿舍之辦事處。

「舍監」指學生宿舍之舍監，獲得大學授權入住宿舍。一般情況下，舍監由現任教學人員擔任，是每座學生宿舍之總負責者。

「高級導師」指獲得大學授權入住宿舍之大學職員，協助所屬宿舍之舍監履行職責，並於舍監休假時署理舍監之職責。

「宿舍導師」指獲得大學授權入住宿舍之大學學生，協助所屬宿舍之舍監履行職責。

「宿舍事務主任」指獲得大學授權入住宿舍或駐校職員宿舍之大學職員，負責管理學生宿舍之日常事務。

「宿生」指接受大學提供宿位並於住宿年度入住學生宿舍之大學學生。

「宿費涵蓋的住宿期」是學生宿舍提供宿位通知書中所訂明之住宿日期。

2 條款之遵守

宿生，包括暑期住宿的學生及宿舍附屬成員，必須了解及遵守學生宿舍條款、規則、遵從舍監的合理要求，以及遵守大學的校規。

3 入住學生宿舍之申請

3.1 入住學生宿舍之申請應按照大學指定之程序進行。在申請過程中，學生若提供錯誤的資料，可能被取消申請資格以及／或受到紀律處分。

3.2 大學將按照現行已通過之規則及程序，給予宿生適當的宿期。

4 繳付宿費

宿生需按照當時之收費及付款方法繳付宿費。

- 4.1 宿生若未能於付款限期前繳付宿費或沒有申請延遲繳交宿費，須罰款港幣二百元。
- 4.2 倘若宿生沒有按 4.1 要求採取任何行動，將由舍監處理，向宿生發出警告信，副本存於教務處之學生紀錄中。
- 4.3 倘若宿生在收到警告信後仍不採取適當的行動，舍監可決定將事件提交學生事務處處長。
- 4.4 學生事務處處長可考慮將事件呈交學生紀律委員會。

5 宿生權利

已繳付所有宿費或獲得大學批准延遲繳交宿費之宿生，可於宿費所涵蓋的住宿期間享有留宿權利，並且有權享用宿舍所提供之設施。

6 訪客

- 6.1 在遵守學生宿舍規則的情況下，宿生可接待訪客進入其居住之宿舍。
- 6.2 舍監有權於任何時間禁止任何訪客或人士進入學生宿舍、要求對方離開宿舍或批准留在宿舍內。

7 受傷及損毀問責

- 7.1 除正常耗損以外，宿生須對學生宿舍內之傢俬、設備、結構、設施以及財產之任何損壞作出適當的賠償。
- 7.2 大學不會對宿生或留宿人士/訪客帶進宿舍之財物之損失或破壞負責。
- 7.3 大學不會對宿生或留宿人士/訪客因任何行為或疏忽行為受傷或引致他人受傷而負責。

8 房間或單位檢查

舍監或由舍監授權之代表有權在沒有事先知會下進入宿生房間或單位，以確保設施受到妥善照顧、保養及符合安全，並安排所需之修理、巡查以及對任何違反學生宿舍規則之可疑行為作出調查。若情況許可，舍監或其代表在進入有關房間或單位前，會盡量知會宿生。

9 退宿及搬遷安排

住宿期過後，宿生須立即搬離宿舍房間或單位，並搬走所有個人財物，否則大學有權將之搬走，舍監則有權決定如何棄置或變賣該等財物，所得之收益將撥入學生宿舍賬戶內，而大學不須為該等財物之損失、損毀負責。

10 一般宿生行為守則

學校期望宿生展示良好的道德品質，社會責任以及大學生應有的學習態度。宿生應行為端正且對大學以及宿舍有責任感。一般學生行為守則均涵蓋在學生手冊內。

11 紀律

- 11.1 按照大學所賦予之權利，舍監可以對任何違反宿舍條款、規則之宿生採取紀律處分。
- 11.2 舍監有權根據宿舍規則，充公任何未經許可帶進學生宿舍之器具、物品，或任何滋擾或危害他人之裝備。

- 11.3 在宿舍規則所訂定之探訪時間以外，舍監若發現任何未經許可而逗留於宿舍內之訪客，可向有關宿生徵收罰款港幣八百元。
- 11.4 在有理由相信個別宿生之留宿將引致學生宿舍日常運作不協調時，舍監可在沒有事先知會的情況下，暫時停止或終止該宿生之住宿。
- 11.5 如宿生被暫時停止住宿或其宿位申請資格被暫停，有關宿生於暫停期期間內所有學生宿舍的申請資格會被取消。
- 11.6 被紀律處分而引致暫時停止或終止留宿的宿生，將不會獲得退還宿費及已繳付的罰款。
- 11.7 被指控違反宿舍規則的宿生可就舍監之決定，向上訴工作小組*提出上訴。上訴必須於有關決定公佈後的十四個工作天內以書面形式向上訴工作小組主席提出，並詳細說明上訴之理據。逾期呈交之上訴將不獲受理。上訴工作小組會於收到申訴後的十四個工作天內知會學生上訴結果，其作出之裁決將為最終定案。

*學生事務委員會將於處理個案時成立上訴工作小組，學生事務處處長（或其代表）乃該小組之主席，小組成員包括一名與該個案無關的舍監、一名學生事務委員會的教員以及一名學生事務委員會的學生代表。

12 平等機會

香港教育大學致力為全體學生和僱員提供一個充滿活力、富於成效的學習和工作環境，推動公正積極的人際關係態度和平等機會。

宿舍規則

1 住宿

- 1.1 學生宿舍只提供宿生個人之住宿，嚴禁作其他未經宿舍管理處批准之使用。
- 1.2 學生宿舍羅富國堂、葛量洪堂及柏立基堂規定一間睡房供兩名或三名同性宿生住宿。在未經宿舍管理處批准前，嚴禁超過特定入住人數的人士同住於一睡房內。
- 1.3 賽馬會學生宿舍的單位均有同性及特定人數住宿的規定。在未經宿舍管理處批准前，嚴禁超過特定入住人數的人同居於同一單位內。

2 轉換房間或單位

宿生須以書面形式向宿舍管理處申請轉換房間或單位。如在未獲舍監批准前擅自轉換房間或單位，住宿資格可能被取消。

3 身份證明

- 3.1 宿生須隨身攜帶有效的「教大通」。為辨別身份，任何進入學生宿舍範圍內之人士可能被管理人員要求出示「教大通」。倘若宿生不能提供「教大通」，可被拒絕進入宿舍。
- 3.2 獲大學授權的職員可向在宿舍範圍內的任可人士要求出示身份證明文件。

4 非法使用他人身份證明資料

- 4.1 宿生不得在明知或罔顧的情況下轉讓其宿位或「教大通」予他人使用。
- 4.2 倘若違規者乃宿生，其所屬宿舍之舍監將決定應採取之紀律行動。舍監有權決定是否將個案經學生事務處處長提交學生紀律委員會處理。
- 4.3 倘若違規者為非宿生大學學生，懲處安排將由學生事務處處長會決定，個案亦有可能提交學生紀律委員會處理。
- 4.4 倘若違規者並非大學之學生，如有需要，宿舍管理處會報警處理。

5 鎖匙

- 5.1 宿生必須小心處理所分派之鎖匙，不得複製、轉借或給予任何人。
- 5.2 宿生遺失或損壞鎖匙，需繳付罰款港幣五十元。

6 訪客

- 6.1 宿生可邀請訪客於每日之探訪時段（由上午八時三十分至晚上十一時）到訪學生宿舍。
- 6.2 在探訪期間，被訪宿生必須對訪客在宿舍內之行為負責。
- 6.3 所有非宿生人士進入或離開宿舍時必須於學生宿舍接待處或宿舍管理處登記，也必須有被訪宿生陪同。未經登記的人士不能擅自進入宿舍範圍。

7 訪客留宿

- 7.1 未經宿舍管理處批准，訪客不得在學生宿舍留宿。
- 7.2 訪客必須是教育大學的學生及與被訪宿生性別相同才能申請於宿舍內留宿。
- 7.3 學生訪客向宿舍管理處提出於被訪宿生房間或單位留宿的申請前，必須得到被訪同房同學的同意。
- 7.4 若學生訪客希望當晚於宿舍留宿，必須於晚上十時前得到宿舍管理處的批准。
- 7.5 學生訪客應於留宿前繳付每晚港幣五十元的住宿費（費用不包括床單被鋪）。

- 7.6 留宿的時間由晚上十一時至翌日早上十時。
- 7.7 訪客在學生宿舍內必須遵守宿舍規則。被訪宿生有責任告知訪客宿舍的規則及條款。在正常情況下，他／她應逗留於被訪宿生之房間或單位內，並尊重被訪者及其他宿生之私隱及財物。
- 8 未經授權的住客
- 8.1 於晚上十一時後，未經批准但仍然逗留於宿舍範圍內的學生／非宿生人士即被視為「未經授權的住客」。
- 8.2 倘若未經授權的住客是大學的學生，他／她及被訪宿生每人均須繳付罰款港幣四百元，該住客通常需即時離開學生宿舍。舍監有權決定是否將個案經學生事務處處長提交學生紀律委員會處理。
- 8.3 倘若未經授權的住客並非本大學學生，被訪宿生必須繳付罰款港幣八百元，該住客通常需即時離開學生宿舍。
- 9 破壞性行為
- 9.1 嚴禁一切破壞性的行為：如對其他宿生或對學生宿舍的正常運作造成騷擾、威脅個人或其他宿生的福祉、健康和安全性或不合理地影響其他宿生在宿舍內正常地使用設施等。行為包括，但不限於粗言穢語、人身攻擊、性暴力、性別、種族或其他形式的騷擾及歧視，可導致對他人的驚嚇及危險的行為，例如：威脅、虐待、滋擾、騷動或不合理的行為。
- 9.2 由晚上十一時至翌日早上八時三十分期間為休息時段，宿生應避免對其他宿生造成滋擾；只可進入相同性別的宿舍樓層或單位內，需履行職務的職員則不受此限。
- 10 吸煙
- 學生宿舍範圍內嚴禁吸煙。任何宿生被發現於宿舍內吸煙，將受到嚴厲的紀律處分，甚至可能被暫時逐離宿舍。
- 11 飲用或管有含酒精飲品
- 學生於學生宿舍範圍內嚴禁飲用或管有含酒精飲品。任何宿生管有含酒精飲品，可被紀律處分。任何宿生被發現因飲用酒精飲品而對他人造成滋擾或做出破壞性的行為，將受到即時終止住宿的處分。
- 12 藥物
- 宿生不得將被香港特別行政區政府列為違禁或危險的藥物帶進學生宿舍，也不得容許任何人士進行上述活動。
- 13 賭博
- 宿舍範圍內嚴禁進行任何形式的賭博活動。未有合理解釋並得舍監事先准許而管有任何形式的賭具，包括但不限於麻雀和天九牌，均屬違規行為。
- 14 火警及一般安全
- 14.1 宿生不得藏有能危害生命或破壞學生宿舍之化學品、爆炸品、爆竹、噴霧石油氣、打火機或高度易燃物品。
- 14.2 在學生宿舍範圍內，嚴禁生火（包括燃點火柴、蠟燭、香燭及煙霧裝置，例如煙霧殺蟲劑）。
- 14.3 除獲得舍監事前批准外，所有宿生必須參加定期的火警演習。
- 14.4 任何人士不得破壞防火設施。

- 14.5 任何人士不得用物件抵住防火門使其敞開。
- 14.6 遇上火警及意外，必須即時向宿舍管理處報告。
- 14.7 不得在宿舍範圍內踏單車、玩滾軸溜冰、滑板或滑板車。
- 14.8 不得於活動房內進行球類活動，如羽毛球等。

15 煮食

除指定範圍外，宿生不得於學生宿舍羅富國堂、葛量洪堂及柏立基堂內使用明火煮食。

16 電子通訊器材

- 16.1 宿生於洗手間以及浴室內嚴禁使用攝影或拍攝器材。
- 16.2 宿生在使用電子儀器/設備（包括但不限於個人無線電網絡設備）時，應顧及其他宿舍使用者，以及避免干擾宿舍設備。

17 宿舍走廊

宿生不得於升降機大堂、走廊和樓梯擺放器具、傢俬、垃圾及個人物品，阻塞通道及消防通道。

18 露台

- 18.1 宿生不得將器具、傢俬、垃圾及障礙物擺放在學生宿舍羅富國堂、葛量洪堂及柏立基堂之公眾露台上。
- 18.2 嚴禁於露台上進行一切危險或會滋擾其他宿生的活動。
- 18.3 宿生不得進行危險行為，包括攀爬欄桿或從露台跳至另一層的露台。
- 18.4 未經宿舍管理處批准下，宿生不得在露台晾曬衣物或擺放個人物件。

19 傢俬、設施及裝置

- 19.1 未經宿舍管理處批准下，宿生不得在所屬之房間或單位內更改或安裝設施或裝備。
- 19.2 未經宿舍管理處批准下，宿生不得在所屬房間或單位的牆壁、地板或任何設施、裝置和傢俬上塗上膠水、張貼貼紙、雙面膠紙、標籤或打釘。
- 19.3 未經宿舍管理處批准下，宿生不得將任何傢俬、設施及裝置搬離所屬之房間或單位。
- 19.4 除正常耗損以外，宿生須對其房間或單位內物件之損毀及遺失負責，承擔該等物件之維修及補添費用。

20 裝飾及張貼資料

- 20.1 宿生只可於宿舍管理處許可之報告板上或指定處掛上裝飾及張貼資料。任何會損壞宿舍外觀或阻礙別人之裝飾及資料將一律被禁止張貼。
- 20.2 裝飾物或張貼資料的字句或主題，不得直接或間接地對他人造成滋擾或困擾。宿舍管理處保留立即清除上述資料之權利。

21 服飾

宿生於學生宿舍範圍內，必須穿著合適的衣服。在宿舍的公眾地方，服飾的最低要求是穿著T恤、短褲及拖鞋。賽馬會學生宿舍內各個單位的露台、客廳、飯廳、廚房及洗衣房均屬公眾地方。

22 寵物

宿生不得把寵物或動物帶進宿舍，也不得在宿舍內飼養寵物或動物。

- 23 清潔
宿生有責任保持房間或單位整潔。宿舍管理處職員將定期檢查宿生房間及單位，並保留要求宿生立刻清理房間及單位之權利。
- 24 規則的詮釋
舍監擁有上述規則的詮釋權。
- 25 違反規則
倘若宿生不遵守上述規則，舍監可按個案的嚴重程度，行使第 27 章所列之紀律處分；舍監亦可經學生事務處處長把嚴重個案轉介學生紀律委員會處理。
- 26 修改規則
大學保留在有需要的時候修改規則之權利，恕不另行通知。
- 27 紀律處分
- 27.1 口頭警告
 - 27.1 警告信(副本呈送課程主任/統籌主任，如適用)
 - 27.2 罰款
 - 27.3 服務令
 - 27.4 暫停宿位申請資格
 - 27.5 終止留宿
 - 27.6 開除其宿生資格。在適用情況下，該宿生需補償其對宿舍所引致的損失。
 - 27.7 其他舍監、學生事務處處長和學生紀律委員會認為合適的制裁。